Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050058-9

SECRET

Classification

REPORTS INVENTORY

CONTROL NO. DDS&T-OSP-#11

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Encumberances & Obligations Reports

2. TYPE OF REPORT: [ ] STATISTICAL [ ] NARRATIVE [X] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify) [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): Monthly

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form computer print-out, etc): Computer Printout

8. ADP PROCESSING: [ ] YES [ ] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: [redacted] Para 26 25X1

10. PREPARING COMPONENT (Include lowest level contributing information to report): Support Branch/B&F Section

11. FIELDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): -0-

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	3.89		5		19.45		12		$233.40
GS-13	8.06		1/2		4.03		12		48.36

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR $281.76

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report provides the only method of recording property. Encumbrances under the current Agency PRA procedures;therefore, it must be continued until such time as procedures can be changed.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

[ ] RETAIN AS IS [X] OTHER (explain) Suggest task force of O/Logs & O/Computer Services study possible changes to current PRA System.

[ ] CHANGE

[ ] DISCONTINUE

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
-0-	-0- 25X1

16. DATE OF INVENTORY: 14 October 1975

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [redacted] Budget Officer OSP/DD/S&T

18. EXTENSION: [redacted]

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100050058-9

SECRET

25X1